

Louisville Metro EMS Employee Selection Process

Thank you for your interest in joining the team at Louisville Metro EMS (LMEMS). The following describes our employee selection process. If you have additional questions, please contact us at 574-4260.

All applicants for Emergency Medical Technician or Paramedic positions with LMEMS must meet the below requirements to be eligible to participate in the employee selection process:

Minimum Requirements

High school graduation or its equivalent.

Completion of an Emergency Medical Technician or Paramedic training course approved by the Kentucky Board of Medical Licensure.

Must be certified as an Emergency Medical Technician or Paramedic in the State of Kentucky.

Special Requirements

Must possess a valid driver's license.

Must work a varied schedule.

Must lift and carry individuals or objects weighing 100 lbs. or more.

Must wear protective equipment as mandated by OSHA.

Must pass an annual medical examination as mandated by OSHA.

Must be vaccinated for hepatitis B, have provided evidence of immunity, or have signed a declination form within ten days of initial assignment.

Applicants who meet the above requirements may apply for employment online at <http://www.louisvilleky.gov/humanresources>. The Louisville Metro Department of Human Resources will receive and evaluate the applicant's online application to determine whether or not the applicant meets the job's minimum requirements. If so, that applicant's information will be forwarded to LMEMS.

Selection Process, Phase I

When applications arrive at LMEMS, the applicants are categorized as "certified," thus eligible for potential hire, or "non-certified," thus eligible for an LMEMS Training Academy course.

Certified applicants will be contacted and scheduled for Phase I of the process, a 150-question multiple choice exam covering the basic skills and knowledge needed to work as an EMT or Paramedic. The tests will be administered at LMEMS headquarters.

An applicant's score will determine whether he/she continues forward in the selection process.

Applicants scoring in the top percentile (80% and above) will be the first to move forward in the selection process, followed by those applicants scoring in the second

percentile bracket (70%-79%). Applicants scoring in the third bracket (65%-69%) will be eligible to move forward in the process, but will be required to receive additional training if hired. Those applicants scoring in the lowest percentile bracket will no longer be considered in the process. Applicants may only retest every six months as stated in the Human Resources Personnel Policy.

Please note – all applicants scheduled for the skills-based exam must bring the following information with them to the test in order to move forward in the process:

- Current driver's license
- Social Security number
- Kentucky EMT or Paramedic certification card
- ACLS/PALS certification card
- CPR certification card

Additionally, applicants taking the exam will be asked to sign a form giving LMEMS permission to check the applicant's criminal record. Any applicant who fails to sign this form or provide the above information will not be allowed to move forward in the selection process.

Selection Process, Phase II

Those applicants who are successful in Phase I of the process will progress to Phase II, in which LMEMS personnel will conduct a criminal records check. Any applicant convicted of a felony will be removed immediately from the selection process. LMEMS will contact the Kentucky Board of EMS in regards to all applicants convicted of misdemeanor charges to ensure that those charges do not affect the applicant's EMT or Paramedic certification.

LMEMS will also conduct a driver's licensing check at this time. LMEMS will not accept an application from any applicant who has:

- More than three (3) moving violations within the last three (3) years, *or*
- Been charged with DUI within the last three (3) years, *or*
- Been convicted of, entered an Alford plea to or pleaded Nolo Contedere to moving violations in an emergency response vehicle, *or*
- Had his/her license suspended or revoked within the last 5 years, except for cancellation or non-payment of insurance, *or*
- Been convicted of, entered an Alford plea to, or pleaded Nolo Contendere to a misdemeanor or felony charge of*:
 - Hit and Run
 - Attempting to Elude
 - Habitual Violator
 - Reckless Driving or Racing

* Any traffic violations documented in an applicant's record for Hit and Run, Attempting to Elude, Habitual Violator, Reckless Driving or Racing that *did not* result in misdemeanor or felony charges will be reviewed on a case-by-case basis.

The LMEMS Operations Director or his/her designee will also contact any and all applicant references at this stage of the selection process as well.

Selection Process, Phase III

Those applicants who successfully move forward from Phase II will be asked to complete a face-to-face interview with our employee panel at LMEMS Headquarters. This interview will cover topics such as the applicant's previous work experience, demeanor on the job and professional goals. Those applicants who are selected by the interview panel to continue in the process will be scheduled for a Skills and Physical Ability Assessment at LMEMS' Operational Headquarters. This test will measure the applicant's ability to perform the essential skills and physical functions of the job.

Selection Process, Phase IV

After the completion of the interview and Skills and Physical Ability assessment, successful candidates will be forwarded to a second interview to be conducted by the LMEMS Operations Director or his/her Assistant Director. The interviewer will evaluate the candidate based on the information previously given by the candidate throughout the hiring process and the candidate's suitability for the available positions. Those applicants are successful after this final step will be extended a *conditional offer of hire by the Louisville Metro Department of Human Resources*.

Conditional Offer of Hire

Once a candidate receives, by mail, a conditional offer of hire, he/she must complete a physical exam and polygraph examination to be scheduled by LMEMS and Louisville Metro Human Resources. Candidates who successfully complete the physical examination and polygraph will receive a formal offer to join the team at LMEMS as an EMT or Paramedic. The formal offer regarding start date, salary, and orientation will be made by Louisville Metro Human Resources.